

BUCKLEY RUNNERS CONSITUTION

1. Name of club

1.1.The club will be called BUCKLEY RUNNERS / RHEDWYR BWCLE (Hereinafter will be referred to as The Club), and may also be known as BRC.
BUCKLEY RUNNERS will be affiliated to WELSH ATHLETICS.

2. Aims and Objectives

2.1.The aims and objectives of The Club will be:

- To encourage the practice, promotion, development and participation of athletics in Buckley and the wider community.
- To offer coaching and competition opportunities for members.
- To encourage team event participation
- To provide opportunities for members to participate in organised competition
- To encourage participation in local, national and international running events
- To organise teams to represent The Club in Borders leagues, Cross Country Leagues, North Wales Championships and in such other competitions as the Committee shall decide.
- The Club shall cater for the following athletics disciplines: Road Running, Cross-Country Running, Fell and Mountain Running, and Trail Running.
- To ensure a duty of care to all members of The Club.
- To provide all services in a way that is fair to everyone.
- To provide a culture that is friendly, united and inclusive to all abilities within The Club
- BRC and officers of The Club cannot be held responsible/liable for third party recommendations made as part of the running club
- The Club is a non-profit making organisation such that any surplus income or gains shall be re-invested in The Club and are not to be distributed to members or related third parties

3. Membership

3.1.Membership of The Club shall be open to any persons who are amateurs as defined by UK Athletics / Welsh Athletics at that time, regardless of sex, age, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available resources and facilities is allowable on a non-discriminatory basis.

3.2.The membership shall consist of the following categories:

- Life Member (awarded at committee's discretion)
- First claim club member (over 18 first claim club member)
- Second claim club member (where BRC is not their first claim club)
(First and Second claim club members shall have equal voting rights)

- 3.3. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 3.4. Members in each category apart from the awarded life members will pay membership fees, as determined at the Annual General Meeting.
- 3.5. Individuals shall not be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection of any club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- 3.6. All members will wear the official club colours when representing The Club in competitions.
- 3.7. Any member wishing to resign from The Club must do so in writing or by email to the club Secretary and to the Membership Secretary.
- 3.8. Resignation shall be considered by The Club Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to The Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.
- 3.9. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers, the Committee shall adhere to The Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.
- 3.10. 'By becoming a member of The Club, you are automatically agreeing to the codes of practice as stated by Welsh Athletics – this relates to the codes of conduct, to the rules of UK Athletics and to adhere to all anti-doping rules and regulations. All members shall be deemed to have made him/herself/themselves familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UKA Anti-Doping in the application and enforcement of the Anti Doping rules. The UKA Anti-Doping rules apply to all members participating in Athletics for a minimum of 12 months from the commencement of membership, whether or not the member of a citizen of, or resident in, the UK.'
- 3.11. Membership fees will be set annually and agreed by the Executive/ Management committee or determined at the AGM.
- 3.12. The Club will keep membership fees at levels that will not pose a significant obstacle to people participating

4. Sports Equity

- 4.1. The Club is committed to ensuring that equity is incorporated across all aspects of its development.

- 4.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Committee

- 5.1. The affairs of The Club shall be conducted by a management committee which shall consist of the Chair, Treasurer, and Secretary. Other such persons may be co-opted onto the management committee as required.
- 5.2. The officers of the management committee shall be elected at the Annual General Meeting and will remain in office until the conclusion of the AGM of the following year. Each electable role, including other roles such as team captains, media officer, competition reps, that the committee should decide fit will in effect step down but can be re-elected.
- 5.3. All committee members must be members of The Club.
- 5.4. If required, the committee shall elect a Vice Chair from among its members.
- 5.5. The term of office shall be for one year, and members shall be eligible for re-election.
- 5.6. Any member may be nominated (proposed and seconded) by any other 2 members with his/her/their approval, as a candidate for ANY of the posts of Committee Member by notice in writing (including email) to the secretary at least ONE week before the date of the AGM
- 5.7. A member may accept nomination for any of the separately elected posts constituting the Committee, subject to being eligible to hold only ONE of these posts at any time. However, if a member shall be elected to a post during the prescribed course of business, his/her/their name shall be deleted from all subsequent voting for the remaining elected posts available at that meeting.
- 5.8. If the number of candidates for the post of any officer (as each fall for election) is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, an electronic voting process shall be prepared containing in alphabetical order all the names thus proposed: every eligible member may vote for each office with the first candidate to reach a majority elected. This vote shall be completed within one week of the AGM concluding, with the vote counted and verified by the committee, with the individual with majority of the votes taking up the position. Should the vote result in a tie, the Chair will cast a deciding vote.

- 5.9.If the post of any officer or ordinary committee member should fall vacant after such an election, the management committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.10.The management committee will be responsible for adopting new policies, codes of conduct / practice / behavior and rules that affect the organisation of The Club.
- 5.11.The committee will have powers to co-opt and appoint any advisers to the committee as necessary to fulfil its duty and business effectively.
- 5.12.The Committee will be responsible for disciplinary hearings of members who infringe The Club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.13.The committee meetings will be convened by the Secretary of The Club and be held with prior notice as and when required.
- 5.14.Only the posts listed above will have the right to vote at committee meetings.
- 5.15.The quorum required for business to be agreed at management committee meetings will be unanimous.

6. Leaving Office

The office of an elected member of the committee shall be vacated if he/she/they:

- 6.1.Resigns at any time by notice in writing to that effect given to the Chairperson and such resignation shall take place immediately
- 6.2.Gives notice by writing to the Chairperson that they won't be standing for re-election at the next AGM. Such resignations shall take place at the next AGM.
- 6.3.Ceases to be a member or shall be excluded or suspended from the club under disciplinary proceedings
- 6.4.Is deemed to be absent from too many consecutive meetings (at the discretion of the committee)
- 6.5.Is suspended from holding office or taking part in any activity relating to the administration or management of a club by a decision of, the Association of Running Clubs, Welsh Athletics or UK Athletics
- 6.6.Is asked to resign by all the other Management Committee members acting together.

7. Finances

- 7.1.The Club treasurer will be responsible for the finances of the club.
- 7.2.The financial year of The Club will run from April 1st and end on March 31st.
- 7.3.All club monies will be banked in an account held in the name of The Club.

- 7.4.**A statement of annual accounts will be presented by the treasurer at the AGM. If the accounts are not accepted at the AGM a qualified accountant with no relation to The Club may be appointed to investigate members' concerns.
- 7.5.**The Club's financial records shall be always open to inspection by the committee and at each committee meeting a breakdown of expenses and a general forecast will be given.
- 7.6.**Any cheques or bank transfers drawn against club funds should hold the signatures of the treasurer plus at least one other officer.
- 7.7.**The Club is a non-profit making organisation. All surplus income or profits are to be re-invested in The Club and will be used to further improve upon the aims and objectives as outlined in this constitution. No surpluses or assets will be distributed to members or third parties.
- 7.8.**The Club may also in furtherance with the objectives of The Club
- Remunerate members for providing goods and services, provided that such arrangements are approved by the committee (without the member being present) and are agreed on an arm's length basis
 - Reimburse any committee member or Run leader his/her/their reasonable and proper out of pocket expenses incurred on club business eg photocopying, fuel for club travel
- 7.9.**No member shall be paid a salary, bonus fee or other remuneration for competing for The Club or for any other role within The Club.

8. Annual General Meetings (AGM) and Extraordinary General Meetings (EGM)

- 8.1.**General Meetings are the means whereby the members of The Club exercise their democratic rights in conducting The Club's affairs.
- 8.2.**The Club shall hold the Annual General Meeting (AGM) in the month of **February** to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairperson and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Receive a report from those responsible for captaining club teams.
 - Receive a report from those responsible for conducting club competitions
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- 8.3.**Notice of the AGM will be given by the Club secretary with at **least 28 days'** notice to be given to all members.
- 8.4.**Nominations for changes of officers of the committee and subcommittee will be sent to the secretary prior to the AGM. Votes for these officers shall be carried out at the AGM whereby one club member will be required to propose an officer and another club member second the proposal. In the event where more than

one individual is nominated for a specific role, all members of the club will be invited to electronically cast a vote. This is to take place within one week of the AGM concluding. The result of which will be verified by the committee, with the individual with majority of the votes taking up the position. Should the vote result in a tie, the committee will cast a deciding vote.

8.5. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

8.6. All paid up members have the right to vote at the AGM, and if required, in any following electronic vote.

8.7. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

8.8. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the average number of members attending on an official club night of the Club that previous year. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

8.9. The business which may be conducted at an EGM may be one or more of;

- Removing all, or any, of the officers or committee members of the Club and filling vacancies thereby caused
- Changes to or altering the rules outlined in this constitution
- Dissolving the Club

8.10. All procedures at EGMs shall follow those outlined above for AGMs.

9. Amendments to the Constitution

1. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

The Management Committee shall be the sole authority for the interpretation of the Constitution and of the Club Rules. The decision of the Management committee upon any questions of interpretation or upon another matter affecting the Club and not provided for by the Constitution, shall be final and binding on the members except if otherwise directed by the Club in any AGM, General or Extra-Ordinary Meeting

10. Discipline and Appeals

It is hoped that all members of The Club will feel welcomed, equally treated and comfortable in ALL activities of The Club. If any member doesn't feel this way, they may write to one of the Welfare Officers in confidence. If the grievance is against a welfare officer, then the member concerned can contact the Chairman or any member of the committee.

1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of members (including but not restricted to, young people and vulnerable adults) will be recorded and responded to swiftly and appropriately in accordance with the Club's Welfare Policy and Procedures. The Club Welfare Officers, one Male, one Female are the lead contacts for all members in the event of any welfare and concerns.
2. All complaints regarding the behavior of members should be presented and submitted in writing to the Club Welfare Officers, Secretary or Chairperson.
3. The Management Committee will meet to hear complaints within **14 days** of a complaint being lodged. The committee has the power to take appropriate disciplinary action, including the termination of membership.
4. On conclusion of a thorough investigation, the outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **7 days** of the hearing.
5. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal and draw a conclusion within **14 days** of the Secretary receiving the appeal.

11. London Marathon Places

Athletics clubs associated with UK Athletics (UKA) can apply for club entries into the London Marathon. The number of entries given to each club is based on the number of first claim registered members over the age of 18 the club has. We've historically got at least one place, and with recent changes made to the process applied by London Marathon, it is likely though not guaranteed, that we will continue to get at least one place each year.

For you to be eligible to enter the club ballot (to be drawn at either the post summer party or the annual Christmas Party) for any club places we may be awarded by Welsh Athletics, the following rules apply:

1. You must be a fully paid-up member of Buckley Runners at the time of entering the TCS London Marathon (hereafter called TCSLM) main draw with Buckley Runners as your first claim club.
2. You must NOT have won a BRC TCSLM club place entry before.
3. You must forward evidence to the Secretary of rejection whether it be email or whatsapp or other communication.
4. A member who satisfied all conditions for the above in previous years but did not win the club place will receive one additional entry into the draw for each year they were unsuccessful, as long as they satisfy the conditions this year as well. If a member fails to meet all the conditions above, then all previously accrued entries will be removed from future draws.
5. A member who is eligible to be included in the club draw but wishes to have their entry deferred will have those accrued entries entered at a later date as long as they meet the conditions in points 1-4.

All requests for inclusion will be reviewed by the BRC TCSLM subcommittee and all requests will be answered individually confirming your inclusion in the draw, or if not an explanation why it has been excluded.

12. Dissolution

1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
2. The dissolution shall take effect from the day when the resolution is passed, and the committee shall be responsible for the winding up of the assets and liabilities of the Club.
3. In the event of dissolution, all debts should be cleared with any remaining club funds. Any assets of the Club that remain following this will become the property of Welsh Athletics or another local amateur running club with similar objectives.

13. Declaration

1. BUCKLEY RUNERS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Charles Barton	Position	Chair
Sign		Date	

Name	Dave Wotton	Position	Secretary
Sign		Date	

Name	Sue Ridings	Position	Treasurer
Sign		Date	